



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
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November 17, 2003

PROGRAM ANNOUNCEMENT

Implementing & Sustaining A Specialized Domestic Violence Docket/Court

January 15, 2004
Michigan Hall of Justice
Lansing, Michigan

Program Overview

The Michigan Judicial Institute pleased to offer a one-day seminar for district court judges and staff who have developed, are in the process of developing, or are considering developing or enhancing a domestic violence docket and/or court. This training is based upon the experience, policies and protocols of the Washtenaw County [misdemeanor] Domestic Violence Courts, and will be facilitated by the judges, administrators/magistrates and probation staff of Washtenaw County. The Washtenaw Domestic Violence Courts have been in operation since August 1, 2000 and are nationally recognized.

Participant Eligibility

As this is a team-based program, we strongly encourage participation by court teams. Teams should include at least one judge and up to three or four key court staff from each interested court. The ideal team would be composed of a judge, court administrator, magistrate and chief probation officer and/or a probation officer who would be dedicated to a domestic violence caseload. Judges and staff from other courts are welcome to register for the program and will be considered for participation on a space-available basis.

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The schedule for this training is as follows:

8:00 - 8:55 a.m.	Registration
9:00 - 10:00 a.m.	An Introduction to the Washtenaw County Domestic Violence Court: Who, What, & Why
10:15 - 10:45 a.m.	District Court Arraignments, Pretrials & Trials by Judge & Jury
10:45-11:15	Sentencing, Judicial Reviews & Probation Violation Proceedings
11:30 - 12:15 p.m.	The DV Court/Docket & the Role of the Probation Officer
1:00 - 3:30 p.m. Simultaneous Breakout Sessions	
Workshop Session A Issues & Answers for Judges, Administrators & Magistrates	Workshop Session B Issues & Answers for Probation Officers

Lodging

The Michigan Judicial Institute will provide double-occupancy lodging on Wednesday, January 14, 2004 for all participants whose offices are located more than 100 miles from the seminar site. Single occupancy rooms are available upon request. The cost of upgrade from double to single is the participant's responsibility (approximately \$32.50/night plus applicable taxes). MJJ will make guaranteed lodging reservations for you per your request on the attached registration form.

If your office is located **less than 100 miles** from Lansing but you would like to lodge, you are welcome to contact the Sheraton Lansing Hotel directly at (517) 323-7100 to make your own lodging arrangements. You should mention that you will be attending a Michigan Judicial Institute seminar and ask that they extend you the group lodging rate of \$70.00 per night. There are, of course, a variety of other hotels in the Lansing area should you choose to seek alternate accommodations. Please check with your local funding unit regarding their policy for reimbursement of lodging expense.

For participants who lodge in Lansing, you will need to commute from the hotel to the Hall of Justice in downtown Lansing (approximately 5 miles).

Parking

Visitor parking is available near the Hall of Justice at a rate of \$7.50 per day. If you require special accommodations due to a disability, please indicate your needs on the attached seminar registration form.

Meals & Refreshments

Coffee, tea and a group luncheon will be provided. You and/or your funding unit are responsible for all other meal expenses.

Other Expenses

Incidental expenditures, including other meals, parking fees, telephone calls, entertainment, gratuities, etc., are the responsibility of you and/or your funding unit.

Registration Process

Please fill out the attached seminar registration form in its entirety and return it to the Institute by **December 19, 2003**. These items may be faxed to the Institute at (517) 373-7615.

When we receive your registration form, we will send you a confirmation letter and map to the seminar location. If you have any questions, please contact Anne DeMarco at (517) 373-7349 or by e-mail at demarcoa@courts.mi.gov, or Peter Stathakis at (517) 373-7607 or by e-mail at stathakisp@courts.mi.gov.

Attachment:
Registration Form

Application Deadline: Friday, December 19, 2003
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REGISTRATION FORM

Implementing & Sustaining A Specialized Domestic Violence Docket/Court

**January 15, 2004
Michigan Hall of Justice
Lansing, Michigan**

Note: Each participant must complete a separate application form

Please Mail or Fax Completed Form To:

**Anne DeMarco, Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
Fax: (517) 373-7615**

Name: (Hon./Ms./Mr.) _____

Title: _____

Court: _____

Court Address: _____

Telephone: _____ E-Mail _____

Please list the other team members from your court attending this training:

Survey Questions: Our Faculty will tailor the program to participant needs. To assist them in doing so, please answer the following questions:

For All:

1. Has your court established policies or protocols specifically for domestic violence cases? (if yes, please explain and include with this form)

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2. Are there activities and/or procedures that you have implemented that are working? Not working? (please explain) _____

3. Are there activities, policies or protocols that you would like to implement, but need more information about? (please explain) _____

4. What two or three issues would you most like to have addressed by this training?

a. _____

b. _____

c. _____

For Probation Staff: On a scale of 1-5 (with 5 being most important) please indicate your interest in the following topics:

Standards for sentencing and Batterers Intervention Program:	1 2 3 4 5
Case management and monitoring (including group reporting):	1 2 3 4 5
Pre-sentence investigation and report writing:	1 2 3 4 5
Victim interview (victim focus):	1 2 3 4 5
Collaboration with other agencies (BIP, Shelter, Police, etc.)	1 2 3 4 5

Lodging Specifications

Double-occupancy lodging assigned by the Michigan Judicial Institute is available for all eligible participants. **Your office must be located in excess of 100 miles from the seminar site to qualify for lodging.** If a single room is requested, the participant is responsible for the additional lodging room cost. Please indicate below if you would like MJJ to arrange lodging for you.

Lodging Requested

_____ I will require lodging at the Sheraton Lansing Hotel the evening of January 14, 2004.
(My office is **more than 100 miles** from the training site.)

Occupancy Preference

_____ Single-Occupancy (participant pays the difference in room rate, which is approximately \$32.50 per night, plus applicable taxes)

_____ Double-Occupancy (MJJ pays and assigns a roommate)

I am a: _____ non-smoker _____ smoker

Preferred roommate: _____

Lodging Cancellation

MJI arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Anne DeMarco at the Michigan Judicial Institute office, (517) 373-7349. If your reservation is not cancelled, **YOU** will be responsible for the lodging costs incurred.

Please list below any special accommodations, due to a disability, that you require during your stay.

Required Signatures ↓

Applicant Signature

Date

Chief Judge or Court Administrator Signature

Date

Application Deadline: Friday, December 19, 2003